

EMPLOYMENT OPPORTUNITY

CITY OF LONG BEACH / DEPARTMENT OF FINANCIAL MANAGEMENT FINANCIAL CONTROLS BUREAU

BUSINESS SYSTEMS SPECIALIST VI

THE DEPARTMENT

The Department of Financial Management administers the financial affairs of the City of Long Beach and provides related services to citizens, elected officials, and City departments. The Department manages the City's revenues, expenditures, purchasing, accounting, budgeting, investments, cash management, and debt issuance and management. With approximately 240 employees, the Department includes the following Bureaus: Administrative Services, Accounting, Budget Management, Commercial Services, City Treasurer, Business Services, Fleet Services, and Financial Controls Bureau.

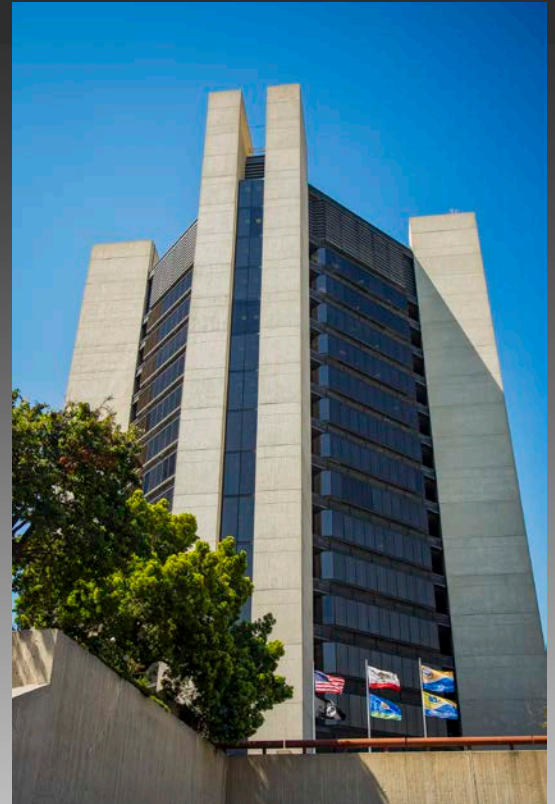
The Business Systems Specialist (BSS) is a classified position in the Financial Controls Bureau, whose purpose is to improve City financial controls and related fiscal management and, with regard to the City's Financial/HR (ERP) systems, to provide business process support, implementation of best practices, coordinate training, and ensure effective use of controls for the City's financial systems and their reporting capabilities.

THE POSITION

Under the direction of the Financial Systems Officer, the Business Systems Specialist assists with implementation and upgrading of the City's new ERP system. Duties are both functional and technical, and may include identification and design of system improvements to meet user needs, data conversion, interface development, system integration, system testing, end user training and support, system configuration, user security, workflow, custom query and report development.

The BSS performs system troubleshooting and support, coordinating with end-user departments, Financial Management, Technology and Innovation, and the ERP vendor to identify issues and implement solutions. Clear communication and organizational skills are a must.

The BSS also assists with coordination of ERP software upgrades and is responsible for preparing for operational impacts and ensuring appropriate review, coordination and testing are performed.



DESIRED QUALIFICATIONS

- Excellent oral and written communication skills.
- Experience implementing and supporting government financial systems, especially Tyler Munis is highly desirable.
- Strong background in project management and end user support.
- Ability to effectively work with fellow employees, senior City management, other City departments, City vendors and contractors.